

City of
EDMONDS
Washington

CUSTODIAN

Department:	Public Works - Facilities	Pay Grade:	C
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Facilities Manager

POSITION PURPOSE: Under general supervision, performs a variety of custodial duties in the cleaning and maintenance of City facilities; provides general building cleaning services by hand and with small powered equipment; provides refuse and recycling removal from work areas of City buildings; performs minor maintenance on buildings and custodial equipment; ensures security of buildings after employees have left for the day; provides set-ups and take-downs for special meetings and events.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of custodial duties in the cleaning and maintenance of City facilities.
- Operates and maintains custodial equipment including: vacuums, steam cleaners, floor polishing equipment and others.
- Cleans and maintains interior and exterior building surfaces, fixtures and entryways including: sweeping, buffing, mopping and waxing floors; shampooing and vacuuming carpets; removing stains and gum from carpets; cleaning and sanitizing restrooms and locker rooms; unclogging sinks and toilets; cleaning tables, mirrors and windows; replacing paper goods; cleaning drains and removing and emptying trash.
- Performs minor maintenance and repairs on buildings and equipment as necessary such as: checking and repairing doors, walls and plumbing fixtures.
- Paints walls and furniture as assigned, and performs painting touch-ups when needed.
- Checks and replaces light bulbs and tubes.
- Removes graffiti from walls and woodwork, removes hand prints from walls and reports major repairs to the supervisor.
- Empties trash and recycling containers; maintains supplies inventory.
- Drives a vehicle to pick up and deliver supplies.
- Sets up and takes down meetings, rooms and special events as scheduled including: tables, chairs, and electronic equipment.
- Locks buildings at the end of the shift and ensures building security; attends meetings and training sessions as required or assigned.

Required Knowledge of:

- Cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Maintenance procedures and processes.

JOB DESCRIPTION

Custodian

- Safe working methods and procedures.
- Standard practices, materials, tools and equipment related to assigned work.
- Materials, methods, and tools used in the maintenance and cleaning of City facilities.
- Proper methods of storing equipment, materials and related supplies.
- All applicable codes and ordinances.
- Various equipment and repair manuals, product labels and parts catalogs.
- Effective oral and written communication principles and practices.
- Basic record keeping and report preparation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications necessary to perform assigned work.
- English usage, spelling, grammar and punctuation.

Required Skill in:

- Efficiently and effectively using cleaning materials, supplies and equipment.
- Understanding and carrying out oral and written directions.
- Moving and arranging furniture and equipment for meetings and special events.
- Performing minor maintenance and repair on furniture, equipment and facilities.
- Working independently in the absence of direct supervision.
- Performing repetitive tasks.
- Reading and interpreting equipment and maintenance repair manuals, parts catalogs and product labels.
- Planning and organizing work, and managing and meeting schedules and time lines.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Tracking and maintaining accurate files and records.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other software relevant to assigned work.
- Establishing and maintaining effective working relationships.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

One year of custodial, janitorial, or related experience involving the cleaning and maintaining of interiors and exteriors of buildings of moderate size that includes working knowledge and use of various hand tools and equipment used general custodial maintenance activities; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

CPR, First Aid, AED, and Bloodborne Pathogen Cards within 2 years of date of hire.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

JOB DESCRIPTION

Custodian

WORKING CONDITIONS:

Environment:

- Indoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Heavy physical labor, including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____